



REVISED OCCUPANCY REQUEST GUIDE SECTION 1 PURPOSE

This process is to ensure buildings do not conflict with the intended use and occupancy requirements outlined in the City of Weatherford’s Municipal Code, the International Building Code, the International Fire Code and Consumer Health Regulations.

STEP ONE

(Submit completed form to Planning and Development Building Division)

If you intend to purchase the building and/or intend on leasing/occupying the building all appropriate information will need to be filled out in section 2 and 3. Owner/Agent information must be filled out completely and signed before we can enter the structure. The application is also available online at <http://weatherfordtx.gov/87/Applications-Fees>. Application can be submitted in person, email or fax.

STEP TWO

(Set up utility billing information at Utility Billing)

If you will be occupying the building or space, you will need to set up billing information on the City of Weatherford’s Utility Billing website at: <http://weatherfordtx.gov/1707/Utility-Billing>. For more information please call 817-598-4225.

STEP THREE

(Set up inspection of building or space)

Once we have received and processed this application we will contact you within two (2) business days to set up an inspection. The inspection is performed by a Building Inspector and a Fire Marshal. If the proposed business is going to be a food service establishment, then the Consumer Health Inspector will also be present during inspection. Please see permit information and inspection guide in Section 4.

STEP FOUR

(Approval of Occupancy or obtain remodel permit)

If the use/occupancy of the building is going to stay the same, for example, office to office, retail store to retail store or hair salon to hair salon, the inspection will only focus on Fire/Life/Safety* code violations. If the use/occupancy is changing from office to retail store, retail store to office, office to restaurant or something different the inspection will focus on Fire/Life/Safety* code violations and code requirements for the new use/occupancy. The building or space also may need to be upgraded to allow for access to persons with disabilities per Texas State Law. If you are remodeling you will need a permit to remodel. (See Tenant Improvement Permit Application, <http://weatherfordtx.gov/87/Applications-Fees>)

STEP FIVE

(Release of utilities)

- A. Building not changing use/occupancy. **AND** **APPROVED**
There are no Fire/Life/Safety* code violations. (May need electrical permit to energize power)
- B. Building changing use/occupancy **OR** **NOT APPROVED**
There are Fire/Life/Safety* code violations **OR** Remodel has started or required by City (Until permit is issued for remodel or repairs)

***Note:** Fire/Life/Safety means: Property damage/Loss of Life/Injury to occupant or public.



SECTION 2

PROPERTY INFORMATION: (Must be filled out)

Property Address: _____

Name of Former/Existing Business at this Location: _____

Name of Proposed Business at this Location: _____

Describe the Type of Business: _____

Is the building vacant? [Yes] [No] How long vacant? _____ Business Sq. Footage? _____

Utilities Billing Party is: [] Tenant [] Property Owner [] Leasing Agent

PROPERTY OWNER CONTACT INFORMATION: (Must be filled out and signed to allow inspection access)

Property Owner Name: _____ Owner is Tenant [Yes] [No]

Property Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

TENANT CONTACT INFORMATION: (If the tenant is other than owner)

Tenant Name: _____ Tenant is Owner [Yes] [No]

Tenant Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

OWNER'S AGENT CONTACT INFORMATION: (Required if representing owner)

Agent: _____

Agent Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

OWNER/AGENT STATEMENT (must be completed)

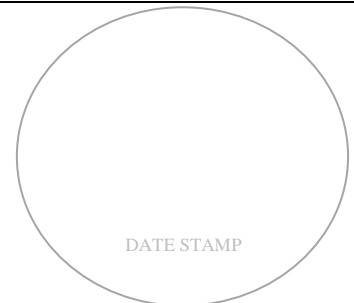
I, _____, as owner or duly authorized officer of the property herein after referenced do hereby execute this document and certify that the information contained in this application is true, accurate and complete to the best of my knowledge.

I attest that work will not be performed as part of this request and that any future work will require application to the building official and the appropriate building permits obtained, in accordance with WMC Title IV, Chapter 2.

(Owner/Agent Signature) (Date)

OFFICE USE ONLY:

Submittal Date:



Accepted By: _____

Permit #: _____



SECTION 3

POSSIBLE BUYER CONTACT INFORMATION:

(This contact information requires Section 2 owner or agent information and owner or agent signature)

Possible Buyer: _____
First (Please Print Name) Last

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ Email: _____

PERMIT/INSPECTION GUIDE:

SECTION 4

Permits are required when:

1. You erect, install, alter, remove or move any walls, (even if they are non-bearing).
2. You install signage, alter or remove any electrical, mechanical or plumbing system or device.
3. You are reopening a new food establishment, renaming an existing food establishment or modifying appliances in an existing or new kitchen in a food service establishment.

DURING AN INSPECTION YOU CAN EXPECT US TO LOOK AT THE FOLLOWING:

Building Division

1. *Use of Building:* Per adopted building and zoning codes can the building be used to operate the business you are proposing?
2. *Building Hazards:* Is there anything present in the building that would cause an immediate threat to property, life or safety of occupants or the public.
3. *ADA Accessibility:* Per Texas Accessibility Standards, (TAS), if the building required to be accessible to people with disabilities based upon its use?

Fire Department

1. *Fire extinguisher:* A 5lb ABC, no more than 75' travel distance apart with ordinary hazard, and must be current on annual inspection.
2. *Exits:* Access to and from exits, maintain corridor widths, exit signs with emergency lighting if required.
3. *Electrical:* No use of extension cords for permanent wiring, no cube plug adapters, no open slots in breaker box, and breakers labeled for use.
4. *Fire Lane:* Make sure fire lane is in good condition if required.
5. *Address posted:* A minimum 6" letters contrasting colors and visible from street.
6. *Hood systems:* Current on 6 month test, current on cleaning.
7. *Fire Sprinkler:* Be current on annual test, spare heads and wrench in place, clear space around, Hydraulic calculations posted on riser, and FDC is accessible.
8. *Fire Alarms:* Must be current on annual inspection.
9. *Knox Box:* Existing boxes must be equipped with a current building access key.
10. *Mechanical room:* Cannot be used for storage, no combustibles close to gas fired appliances.
11. *Appliances:* Must be plugged directly into outlet, not in extension cords or strip plugs.

Consumer Health

1. *Construction of Building:* General condition of the floors, walls, and ceilings in the kitchen/wait station areas/restrooms/dry goods storage/bar.
2. *Equipment:* General condition of the equipment (that includes refrigerators, freezers, stoves, shelves, tables, countertops, etc.) in the kitchen/wait station areas/restrooms/dry good storage/bar.
3. *Minimum fixtures:* Are provided and their location (depending on the type of establishment); 3 compartment sink with drain boards, mop sink, food prep-sink, and handwashing sink/s.
4. *Hood System:* Installment of a vent a hood and grease trap (depending on the type of establishment).
5. *Dumpster:* General condition of the outside dumpster enclosure and dumpster pad surface.